



LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: ACCOUNTANT

DEPARTMENT: Varies
ACCOUNTABLE TO: Varies

BAND: E
GRADE: 917

FLSA STATUS: Exempt
REVISED: April-09

CLASS SUMMARY:

Incumbents are responsible for performing routine professional level accounting work. Duties include: preparing financial reports and documents; preparing budget reports and documents; preparing depreciations schedules; preparing journal entries; reviewing entries and work of support staff; reconciling petty cash and change funds; reconciling bank statements; assisting with the annual audit; assisting with year-end closing; and, analyzing recovery costs.

DISTINGUISHING CHARACTERISTICS:

The Accountant is the second level of a three level professional accounting series. The Accountant is distinguished from the Accounting Specialist in that the Specialist does not require a Bachelor's Degree. The Accountant is distinguished from the Senior Accountant in that the Senior Accountant has a broader scope to include: performing financial analysis, providing technical assistance and training Accountants and other support staff.

ESSENTIAL DUTIES:

These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.

- Performs a variety of routine professional accounting activities to include: preparing journal entries and/or loan calculations; processing purchasing activity, reviewing accounting entries and reports prepared by support staff; monitoring grant revenues and expenditures; monitoring contracts and reviewing payments for compliance; counting and reconciling petty cash and change funds; preparing bank deposits, reviewing general ledger accounts for revenue and expenditure amounts; monitoring accounts receivables, billings and collections; reconciling trust accounts and property tax payments. (Frequency - Daily)
- Prepares a variety of correspondence, reports and other financial documents such as operating budgets, capital improvement budgets, responses to tax payers, tax information articles and brochures, tax notification letters, delinquency notices, tax revenue reports, revenue and expenditure reports and cash reports. (Frequency - Weekly)
- Prepares grant reports, investment reports, inventory reports, alcohol events reports and financial statements. (Frequency - Monthly)
- Reconciles bank statements. (Frequency - Monthly)
- Prepares report on Red Flag Policy. (Frequency - Annually)
- Prepares depreciation schedules for fixed assets. (Frequency - Annually)

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- Analyzes costs of recovery for City services. (Frequency - Annually)
- Prepares year-end work papers and reports; assists with year-end closings. (Frequency - Annually)
- Assist external auditors with the annual audit. (Frequency - Annually)
- Recommends modifications for improvements in accounting procedures. (Frequency - As Required)
- Performs other duties of a similar nature or level. (Frequency - As Required)

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Accounting theories and principles
- Governmental and fund accounting theories and principles
- Budgeting theories

SKILLS (position requirements at entry):

Skill in:

- Applying Generally Accepted Accounting Principles (G.A.A.P.);
- Preparing financial reports and other documents;
- Reviewing and checking for accuracy accounting information;
- Preparing depreciation schedules;
- Preparing financial reports and other documents;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE (position requirements at entry):

Bachelor's Degree in Accounting or Business (minimum 12 credit hours of accounting) and three years of accounting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (position requirements at entry):

None Required

PHYSICAL REQUIREMENTS (position requirements at entry):

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson and Associates LLC (clm)

Date: 05/98

Rev: 06/02; 06/03; 07/05 (skm); 06/07 (jls); 02/08(jls); 04/09 (sp)